

• PUTTING THE PIECES TOGETHER • PUTTING THE PIECES TOGETHER •

DRE

MDOT

26th Annual SMALL BUSINESS DEVELOPMENT CONFERENCE

• PUTTING THE PIECES TOGETHER • PUTTING THE PIECES TOGETHER •

Real Estate Contracts



Putting The Pieces Together

Types of Real Estate Contracts

- Appraisal
- Appraisal Review
- Acquisition and Relocation
- Property Management
- Technical Services
- Turn-key



Putting The Pieces Together

Procedures to Obtain a Real Estate Contract

- Application
- Interview
- Specialized (By MDOT)
- Sign IDS contract to work on MDOT Jobs
 - To be on LPA Jobs you would still need the application, interview and internal review
- IDS contract is reviewed and if approved
- Eligible to work on Real Estate



Putting The Pieces Together

Who to Call?

- In the Metro Region (Wayne, Oakland, Macomb and St. Clair Counties)

Paul Sander SR/WA @ 248-483-5153

- Lansing Office

Doug Bixby, Technical Specialist

517-373-3568



Putting The Pieces Together

Facilities Management



Putting The Pieces Together

Types of Projects Conducted Within the Bureau

- Environmental Studies
- Endangered Species inventories
- Archaeological Preservation & Research
- Historical Bridge inventories
- Heritage Routes
- Trail Master Plans



Putting The Pieces Together

Bureau of Transportation Planning



Putting The Pieces Together

Types of Projects Conducted Within the Bureau

- Origin & Destination Studies
- Design studies
- Activity Based Models
- Data Collection Studies
- Traffic Surveys/Studies
- Access Management Studies



Putting The Pieces Together

Types of Projects Conducted Within the Bureau

- Corridor Access Management Studies
- Community Benefits Assessment
- Border Crossing Studies
- Intermodal Studies
- Non-motorized Transportation
- Safe Route to School



Putting The Pieces Together

A Project Must Have

- Justification
- Funding



Putting The Pieces Together

From Project Justification To Contract Initiation

- Needs evaluation and project justification
- Funding source identified
- Project Manager assigned



Putting The Pieces Together

Next Step Determinations

- If the work will be performed within MDOT or by an outside agency/consultant.
- If the work is to be performed by an outside consultant, the Project Manager determines if there is a prequalification category appropriate for the type of work for the project.



Putting The Pieces Together

Prequalification Classifications within the Bureau

- Historic Archaeology
- Prehistoric Archaeology
- Wetland Assessment
- Botanical & Endangered Plant Assessment
- Wildlife & Endangered Species Assessment



Putting The Pieces Together

Prequalification Classifications within the Bureau

- Reconnaissance/Intensive Level Survey
- Geographic Information Systems
- Noise Abatement
- Environmental Assessment & Statements



Putting The Pieces Together

Requirements for Consideration

- Prequalification
- If prequalification is not available in your work category, watch for advertisements in trade magazines and newspapers.

All Request for Proposals are advertised on the MDOT website: www.michigan.gov/mdot

- Doing Business
- Vendor/Consultant services



Putting The Pieces Together

How to Get Pre-qualified

- Service prequalification information is found by accessing the website
- The various types of classifications and criteria are also listed on the website
- Submit a package for the classifications the consultant is qualified in.



NOTE: Prequalification is no guarantee for contract selection.

Putting The Pieces Together

The Consultant Selection Process

- All Request for Proposals (RFP's) are posted on the MDOT website. If the consultant is interested they submit a proposal.
- A consultant selection team reviews all proposals submitted and selects the consultant.



- Qualifications based if an engineering project.
- Qualifications and low bid if non-engineering project.

Putting The Pieces Together

Consultant Selection when not Prequalified

- Notice of the RFP is advertised in trade publications and on the website
- Interested consultants submit a proposal
- Proposal review by the consultant selection team.
 - Engineering projects based on qualifications
 - Non-engineering projects are based on low bid



Putting The Pieces Together

Subconsultants

- Sometimes Prime Consultants utilize specialized services of a consultant: a subconsultant.
- Many subconsultants are required to also be prequalified in a certain classification, depending on the work to be performed.



Putting The Pieces Together

For Additional Information

Contact:

Sheryl Holcomb

Contracts Administrator

Bureau of Transportation Planning, BTP

(517) 241-0255

or

holcombs@michigan.gov



Putting The Pieces Together

Frequently Asked Questions



Putting The Pieces Together

Where are MDOT facilities projects advertised?

The Department of Management and Budget (DMB) advertises MDOT facilities projects in *Michigan Contractor and Builder Magazine*, and www.michigan.gov/doingbusiness



Putting The Pieces Together

Who is the DMB contact for advertised projects?

For projects over \$25,000

Call Linda M. Feldpausch at
517-241-0122



Putting The Pieces Together

Who is the contact for projects less than \$25,000 not advertised through DMB?

Contact:

Rich Nemeth at 517-322-5637 or
Ray Ford at 517-322-5632.

Both work for MDOT/Facilities
Management Section.



Putting The Pieces Together

What kind of work is available on airports?

Runways and extensions
Taxiways and extensions
Aprons and extensions
Lighting of the above pavements
Electrical controls and vaultwork
Perimeter and entrance roads
Taxilanes around hangars

Fencing
Drainage
Clearing
Buildings
Instrument landing systems
Approach lighting systems
Runway end identifier lights
Automated weather stations
Beacons
Taxiway guidance signs



Putting The Pieces Together

How are safety requirements handled in airport contracts ?

- Safety. Each project has a safety plan that is reviewed and approved by the FAA, and is made part of the construction plans. The contractor is responsible for complying with the safety provisions for their protection and the protection of the airport users.
- Operations. The safety plan also shows a haul route into the airport and an equipment storage site on or near the airport. The contractor must coordinate the work, utilizing these areas and during specified hours.
 - Security. On commercial service airports security is at a higher level. A security guard will be at the entrance of the air operations area, and will admit all vehicles into the site. Security background checks will be made of all employees working on the project. A list of employees must be provided before work begins. Employees with criminal records may be restricted from the site.



Putting The Pieces Together

How is working on an airport different from highways?

Prime Contracting:

- Civil Engineering
- Electrical Engineering
- Architecture
- Planning
- Acquisition

Subcontracting:

- Soil Borings and Tests
- Surveying/Stakeout
- Site Testing of Materials and Density
- Aerial Photography
- Environmental Studies
- Data Collection for Planning Studies
- Appraisals



Putting The Pieces Together

What effect has reauthorization had on non-construction contracting?

Some of the additional funding will be utilized for studies and pre-construction project phases and a portion of that work will be performed by consultants



Putting The Pieces Together

Will the Jobs Today Program lead to more opportunities?

- The Jobs Today initiative is intended to increase the trunkline construction program in 2006 and 2007.
- Therefore the pre-construction phases of these projects must be complete or nearing completion shortly.



Putting The Pieces Together

How Do I Get On The Real Estate Appraiser List?

- The appraiser must be properly licensed with the State of Michigan.
- Submit an application covering their education and experience.
- The appraiser will be asked for samples of their work product.



Putting The Pieces Together

How Do I Get On The Real Estate Appraiser List?

- After an internal review, the Region Appraiser or Lansing Real Estate personnel will interview the applicant.
- If approved the applicant will be placed on the approved list at the appropriate level and will be required to attend an MDOT orientation class.



Putting The Pieces Together

What are the appraiser levels?

Level I - State Licensed Appraiser

Classes: USPAP

Appraisal Process and Principles

Theory of Land Valuation

Introductory classes to the three
approaches to value



Assignments: Total Takes of
residential property

Putting The Pieces Together

What are the appraiser levels?

Level II - State Licensed or Certified

Classes: Form and Narrative Report Writing
Real Estate Condemnation Law
Engineering Plan Reading
Appraisal of Partial Interests
Appraisal of Partial Acquisitions

Assignments: Uncomplicated takings
and strip takings, usually those
appraisals relying mainly on the
Sales Comparison approach



Putting The Pieces Together

What are the appraiser levels?

Level III - Certified General

Classes: Same as I and II
Litigating Valuation
Expert Witness
Advanced classes on the three approaches
Appraising environmental impacts
Real Estate Law



Assignments: All reports including the most complex parcels.

Putting The Pieces Together

How can MDOT do to make sure that the transit agencies know that my firm is out here?

Make sure you are listed on MDOT's directory of certified DBEs.

Contact the transit agencies and market your products or services directly



Putting The Pieces Together

What work categories are most often contracted by transit agencies ?

Design and construction/reconstruction
of bus facilities

Janitorial Services

Landscaping

Snow plowing

Bus parts

Office supplies

Uniforms

Printing

Putting The Pieces Together



How do I get a contract with an urbanized area transit agency?

A list of urbanized transit agencies is being provided as a handout.

Passenger Transportation Division can also provide the list upon request.

(Urbanized areas do not report their DBE goal and accomplishments to MDOT. They report directly to FTA.)



Putting The Pieces Together

Thank You!



Putting The Pieces Together